



JAMES A. NOYES, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"Enriching Lives"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
[www.ladpw.org](http://www.ladpw.org)

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PJ-1**

November 6, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**WHITTIER NARROWS PHASE I SPORTS AREA  
GENERAL IMPROVEMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6589; C.P. 86415  
SUPERVISORIAL DISTRICT 1  
4 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND  
THE DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act, Sections 15301(a), 15302(c), and 15303; and Classes 1(b), (c), and (d), 2(a) and (e), and 3 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve the enclosed Appropriation Adjustment (Enclosure C) in the amount of \$100,000 to provide additional funding for the Whittier Narrows Phase I Sports Area General Improvement Project funded by the Regional Park and Open Space District.

3. Adopt the plans and specifications for construction of the Whittier Narrows Phase I Sports Area General Improvement Project at an estimated construction cost between \$717,964 and \$987,200 funded by the Regional Park and Open Space District, net County cost, and Park In-Lieu Fees Special Funds; and instruct the Executive Officer to advertise for bids to be received and opened on December 16, 2003, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).
4. Approve the total project budget of \$1,610,753 for the Whittier Narrows Phase I Sports Area General Improvement Project, as detailed in Enclosure A, and authorize the Director of Public Works to deliver the project.
5. Approve the Youth Employment Plan (Enclosure D).

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow Public Works to advertise for construction bids and proceed with the project.

The project consists of improvements to the Bicycle Motor Cross (BMX) area, including constructing a new restroom/concession building and announcer stand, replacing the chain-link fence at the entrance area, adding new security lighting and reconstructing the pavement in the adjoining parking lot. In addition, the project includes renovating four restroom buildings and installing new play equipment at three play areas.

The project will also include two additive alternates that may be included if favorable bids are received. The lowest bidder will be determined by adding the lump sum base bid and all additive alternates for a total lump sum bid. The additive alternates estimated at \$258,530 include:

- Upgrading existing lighting at ball field 3
- Upgrading existing lighting at ball field 4

Parks and Recreation will employ at-risk youth to perform preconstruction site preparation, plant palms and various boxed trees, and install Americans with Disabilities Act signage.

### **Implementation of Strategic Plan Goals**

These actions are consistent with the County's Strategic Plan Goals of Fiscal Responsibility and Children and Families' Well-Being as the project is an investment in public infrastructure and will provide enhanced recreational opportunities that will assure good health and social well-being.

### **FISCAL IMPACT/FINANCING**

Public Works' fair construction cost estimate for the project is between \$717,964 and \$987,200, not including \$258,530 for the two additive alternates. The total project cost, including plans and specifications, plan check, construction, at-risk youth employment, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$1,610,753, not including the additive alternates. The Project Schedule and Budget Summary are included in Enclosure A.

The project is currently funded from the Safe Neighborhood Parks Proposition of 1992 (\$1,366,000), net County cost (\$76,000), and Park In-Lieu Fees Special Funds (\$68,753). The Appropriation Adjustment will provide additional funding in the amount of \$100,000 from the Safe Neighborhood Parks Proposition of 1996 for urban facilities in the San Gabriel Valley, to replace the roofs of the four restroom buildings which was not included as part of the original project scope and budget.

Sufficient appropriation will be available in the Fiscal Year 2003-04 Capital Projects Budget (C.P. 86415) to fund this project upon your Board's approval of the Appropriation Adjustment (Enclosure C).

### **Operating Budget Impact**

Following completion of the project, Parks and Recreation does not anticipate any one-time start-up costs to program or maintain the facility improvements. Parks and Recreation does anticipate an increase of \$17,427 in ongoing operating costs for utilities, maintenance staff, and supplies.

The Chief Administrative Office is currently reviewing the operating cost estimates and will work with Parks and Recreation to determine the appropriate operating requirements and available funding.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard construction contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest to their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, of the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Under the provisions of the County of Los Angeles Regional Park and Open Space District policy, Parks and Recreation is actively pursuing employment opportunities to meet the County's Youth Employment Minimum Obligation. The estimated cost of the Youth Employment Plan for this project is \$9,339 as detailed in Enclosure D. In addition, the plans and specifications encourage the contractor to employ at-risk youth on the project.

## **ENVIRONMENTAL DOCUMENTATION**

Whittier Narrows Recreation Area is a federal facility under the jurisdiction of the United States Army Corps of Engineers and is operated and maintained by Parks and Recreation. As a federal facility, all projects at Whittier Narrows Recreation Area must comply with the National Environmental Policy Act. On July 31, 2003, the Corps of Engineers determined that the project is in compliance with NEPA through a categorical exclusion in accordance with 40 CFR 1508.4 and 33d CFR 230.9, and that the project, when considered individually and cumulatively, does not have significant effects on the quality of the environment.

The proposed project has been reviewed and determined to be categorically exempt under the California Environmental Quality Act, Sections 15301(a), 15302(c), and 15303; and under Classes 1(b), (c), and (d), 2(a) and (e), and 3 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

## **CONTRACTING PROCESS**

On February 11, 1999, your Board authorized Parks and Recreation to award an as-needed design services agreement to Pickard Architects. On April 19, 1999, Parks and Recreation issued a Notice to Proceed to Pickard Architects to provide architectural/engineering design and consultant services for the Whittier Narrows Phase I Sports Area General Improvement Project.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Following receipt of bids scheduled for December 16, 2003, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

The Honorable Board of Supervisors  
November 6, 2003  
Page 6

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The park will remain open during the six-month construction duration, scheduled to begin in February 2004. However, the BMX area will be closed for the entire construction duration, and access will be limited to the restrooms, play areas, and the parking lot serving the BMX area during construction. Temporary restroom facilities will be provided for public use during closure of the restrooms.

In addition, the project specifications require the contractor to coordinate its construction schedule with the daily functions and activities of the park facility to minimize disruption of services and to maintain access to the park areas during construction.

### **CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Parks and Recreation, and Public Works.

Respectfully submitted,

JAMES A. NOYES  
Director of Public Works

DAVID E. JANSSEN  
Chief Administrative Officer

TIM GALLAGHER  
Director of Parks and Recreation

PD:njc  
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Enc. 4

cc: County Counsel  
Department of Social Services (GAIN/GROW Program)  
Office of Affirmative Action Compliance (Ozie Smith)

November 6, 2003

**ENCLOSURE A**

**WHITTIER NARROWS PHASE I SPORTS AREA  
GENERAL IMPROVEMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6589; C.P. 86415**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>	<b>Actual Completion Date</b>
Construction Documents		10/14/03
Jurisdictional Approvals		11/05/03
Construction Award	01/20/04	
Construction Start	02/23/04	
Substantial Completion	09/30/04	
Final Acceptance	12/13/04	

## II. PROJECT BUDGET SUMMARY

<b>Budget Category</b>	<b>Proposed Project Budget</b>
Plans and Specifications	\$ 136,932
Plan Check	\$ 5,412
Construction	
Construction	\$ 987,200
Change Order Contingency	98,720
Youth Employment*	13,580
Total Construction	\$ 1,099,500
Equipment	\$ 0
Consultant Services	\$ 59,133
Miscellaneous Expenditures	\$ 7,000
County Services	\$ 302,776
<b>TOTAL</b>	<b>\$ 1,610,753</b>

\* Includes youth labor and materials.



November 6, 2003

**ENCLOSURE B**

**WHITTIER NARROWS PHASE I SPORTS AREA  
GENERAL IMPROVEMENT PROJECT  
ADOPT AND ADVERTISE**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bid for furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC.</u> <u>FEE</u></b>	<b><u>DATE OF BID</u> <u>OPENING</u></b>
1	6589	Whittier Narrows Phase I Sports Area General Improvements Project 1601 South Rosemead Blvd. South El Monte, CA 91733	\$50	12/16/03

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call Ms. Kathleen Gandara of Architectural Engineering Division at (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 1st Floor, at 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "A" or "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en Español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated November 18, 2003.

Specs. 6589

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES

November 6, 2003

**ENCLOSURE C**

**WHITTIER NARROWS PHASE I SPORTS AREA  
GENERAL IMPROVEMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6589; C.P. 86415**

**APPROPRIATION ADJUSTMENT**

November 6, 2003

11/06/03 10:42 FAX 213 626 7827

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BOARD OF  
SUPERVISORS  
OFFICIAL COPY

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT  
DEPARTMENT OF PARKS & RECREATION  
Rept's. No. 600-06  
10-21-03

AUDITOR-CONTROLLER,  
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO  
ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR  
ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4-VOTE MATTER

FISCAL YEAR 2003 - 2004

FINANCIAL SOURCES:

Capital/Refurbishment Project  
Dept. of Parks & Recreation  
Whittier Narrows (1)  
Rfurb. - General Improvements Ph I  
Rev: Reg. Parks & Open Space DT  
A01 - PK - 86415 - R400  
\$100,000 Increase Revenue

FINANCIAL USES:

Capital/Refurbishment Project  
Dept. of Parks & Recreation  
Whittier Narrows (1)  
Rfurb. - General Improvements Ph I  
Building & Improvements  
A01 - PK - 86415 - 6014  
\$100,000 Increase Appropriation

JUSTIFICATION:

Adjustment is necessary to increase the appropriation to fully fund the construction  
of the Phase I Sports Area General Improvement Project at the Whittier Narrows Park.



Ahmed Bahbah, Accountant Officer III

CHIEF ADMINISTRATIVE OFFICER'S REPORT

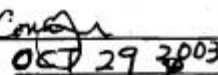
REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER BY

No. 133

  
OCT 29 2003

APPROVED AS REQUESTED

AS REVISED

Nov 3, 2003

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

November 6, 2003

**ENCLOSURE D**

**WHITTIER NARROWS PHASE I SPORTS AREA  
GENERAL IMPROVEMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6589; C.P. 86415**

**YOUTH EMPLOYMENT PLAN**

**Background:**

The project consists of improvements to the Bicycle Motor Cross area, including constructing a new restroom/concession building and announcer stand, replacing the chain-link fence at the entrance area, adding new security lighting and reconstructing the pavement in the adjoining parking lot. In addition, the project includes renovating four restroom buildings and installing new play equipment at three play areas.

The project will also include two additive alternates if favorable bids are received. The additive alternates include:

- Upgrading existing lighting at ball field 3
- Upgrading existing lighting at ball field 4

Parks and Recreation will employ at-risk youth to perform preconstruction site preparation, plant palms and various boxed trees, and install Americans with Disabilities Act signage.

**Task(s) that may be Performed by At-Risk Youth:**

- \$ Remove 11 play structures
- \$ Remove two palm trees
- \$ Install 33 ADA signs
- \$ Plant eleven 24-inch boxed trees
- \$ Plant two palm trees

**Estimated Cost of Youth Employment:**

Total estimated hours of youth employment	983
Cost per hour	\$ 9.50
Total estimated cost of youth employment	\$ 9,339

**Method of Youth Employment:**

The employment of at-risk youth will be coordinated by Parks and Recreation, Children and Family Services, and Community and Senior Services. In addition, youth will be supervised by staff employed by Parks and Recreation.

**Youth Employment Goal:**

Under the provisions of the Los Angeles County Regional Park and Open Space District policy on employment of at-risk youth, the Youth Employment Minimum Obligation of the County of Los Angeles is \$15,739,750 (equal to 50 percent of the total maintenance and servicing funding from Proposition A of 1992 and 1996). Parks and Recreation is actively pursuing employment opportunities for at-risk youth on all projects. Parks and Recreation's current plan to meet YEMO and documented at-risk youth employment accomplished to date are as follows:

	<b><u>YEMO Goal</u></b>	<b><u>Accomplished</u></b>	<b><u>Remaining</u></b>
Project Support	\$ 5,246,583	(\$ 683,572)	\$ 4,563,011
Maintenance	\$ 5,246,583	(\$ 228,008)	\$ 5,018,575
Other New Youth Employment*	\$ 5,246,584	(\$ 677,616)	\$ 4,568,968
<b>YEMO Total</b>	<b>\$15,739,750</b>	<b>(\$ 1,589,196)</b>	<b>\$14,150,554</b>

\* Various parks and other County programs